

REQUEST FOR DOE/LIHEAP PURCHASES OVER \$10,000

NORTH DAKOTA DEPARTMENT OF COMMERCE
DIVISION OF COMMUNITY SERVICES
SFN 61462 (04/2025)

The minimum information listed below is required by DOE and LIHEAP for approval of vehicle and capital equipment purchases over \$10,000.

Name of requesting Grantee

ND Department of Commerce, State of North Dakota

Name of Local Agency

Date

Local Agency Contact Person

Telephone Number

1. Please describe purchase being requested.

2. Please describe where the vehicle or equipment will be used and how (specify full or part time use in Weatherization program).

3. Please state if this purchase is a replacement or an expansion for ramp-up. If it is for replacement, how is the trade-in being addressed?

4. Briefly describe how the procurement will be done, and confirm that Agency, State and Federal procurement guidelines will be met.

- a. 2 CFR 230 (former OMB Circular A-122) – Cost Principles for Non-Profit Organizations. *Subpart D requires quotes must be obtained from an adequate number of qualified resources.*
 - i. Number of bids solicited –
 - ii. Number of bids received –

5. What are the funding source(s) (e.g., 2013 DOE Weatherization Program Operations funds) for purchase being requested, and what funding source(s) was used to purchase the trade-in? ***Subgrantee T&TA funds are not an allowable option.***

6. Attach copies of the Request for Proposal, bid specifications (and equipment description with options requested), and bids received.

7. Please provide statement that lowest bid will be selected, or a sufficient justification of the “best value selection” if lowest bid is not recommended for DOE approval.

8. Attach budget amendment form if using a grant with a previously approved budget.

9. Attach picture of vehicle or equipment being replaced.

10. Attach updated spreadsheet of vehicles and equipment inventory.